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PBIS Mt. Rainier Matrix

Title I Every Student Succeeds Letter
Message from the Principal

Dear Mount Rainier Students and Families,

Welcome to Mount Rainier Elementary School. We believe our school is a very special place and that your children will find it a rich and rewarding environment in which to grow and learn. We are proud of many things at Mount Rainier Elementary: sound leadership, dedicated and caring teachers, academic achievement, and opportunities in the arts, a diverse student body, and involved parents who focus on their children’s education. As principal, I am proud to be a part of the excellence established at Mount Rainier Elementary School. We will continue to excel in all areas.

We wish you and your child a most successful and happy school year,

Jennifer Till, Principal

The Mount Rainier Promise

I promise to show respect.

I promise to act responsibly.

I promise to be peaceful.

These life skills will help mold me into a solid citizen.

The Prince George's County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups.
Vision Statement

Mount Rainier Elementary School values and respects the uniqueness of all individuals while working together as a community to excel at the highest academic and social levels.

Mission Statement

At Mount Rainier Elementary School, we will inspire our students to become 21st century global citizens through high academic standards and a rigorous curriculum while fostering the infusion of arts and technology. An inviting and nurturing environment will ensure that each child is able to learn safely.
by developing a strong sense of peace, respect, and responsibility in each student as a member of the community.
PGCPS Vision Statement
PGCPS will be a GREAT school system recognized for providing education services which ensure that every student in our diverse school district graduates ready for college and careers in a global society.

PGCPS Mission Statement
To provide a great education that empowers all students and contributes to thriving communities.

Goal 1: Academic Excellence
Goal 2: High Performing Workforce
Goal 3: Safe and Supportive Environment
Goal 4: Family and Community Support
Goal 5: Organizational Effectiveness
History

Mount Rainier is the historic Route 1 gateway community from Prince George's County to Washington, D.C. at the District's northeastern boundary. The city is approximately 1.7 square miles with a population of about 8,500 (as of the 2000 Census).

The 100-acre Thomas Clemson farm was purchased by real estate developers after the Civil War ended. Clemson, a diplomat and son-in-law of John C. Calhoun, had returned to South Carolina with his family where they founded the university that bears their name. Local tradition has it that the surveyors of the new subdivision were from the Pacific Northwest and gave the town its name. Some of the original street names included "Cascade" and "Shasta."

The area in and around Mount Rainier retained its agrarian character until the last decade of the 19th century. In early 1897, a streetcar line connecting Mount Rainier with downtown Washington began operation. This line was run by the Maryland and Washington Railway; the stop at Mount Rainier was known as the District Line Station and was located at the intersection of what would become Rhode Island Avenue (extended) and 34th Street.

By 1902 there were 15 houses within a half mile radius of the District Line Station; the population of the area was 50 persons. The presence of affordable and modern transportation, connecting Mount Rainier with downtown Washington, became the most important aspect of the area's growth in the early 20th century. Mount Rainier became a "streetcar suburb."

By 1910 development in Mount Rainier concentrated near the streetcar station at the intersection of Rhode Island Avenue and 34th Street. The area surrounding the station became the community's downtown, with buildings housing both shops and their owners. In an effort to secure better service for their growing suburb, a group of early residents banded together to pursue the idea of incorporating the town. The citizens petitioned the State Legislature and the town was incorporated by charter granted on April 14, 1910. The census shows the population at the time of incorporation at 1,242, a 2,384 percent increase from 50 persons just eight years earlier.

The town had a decidedly rural flavor, a feature that was apparently quite an attraction. Houses were mostly of one or two story frame construction and situated on large lots. Real estate advertisements stressed the country atmosphere: homes in Mount Rainier were "charmingly located" on "very large (rich) grounds" that were "high and healthy."
Mount Rainier grew rapidly throughout the late 1910s and 1920s. The town took its own initiatives by constructing a water and sewer system which was completed in 1919. In 1920, with a population of nearly 2,500, bonds could be issued for the construction of sidewalks and streets. In October 1932, a grand celebration was held to commemorate the completion of Rhode Island Avenue which followed the streetcar track from Washington D.C. to Hyattsville; by this time Mount Rainier had grown to a population of 5,000. In 1939 a new streetcar terminal was built at 34th Street and Rhode Island Avenue, providing a loop which made it possible to serve Mount Rainier with the new lightweight high speed streetcar.

The decades of the 1920s to 1950s were a time of expansion for Mount Rainier. The City underwent three annexation processes, 1929, 1943, and 1955. The population grew to 11,000 in 1950, and then dropped to 10,000 in 1960. September 7, 1958 was the end of an era in Mount Rainier. On that date the streetcars were supplanted by buses and for the first time in over 50 years, streetcar traffic ceased in Prince George's County.

In the 1970s the population continued to drop and housing began to show signs of neglect. These changes can be attributed to smaller family size and an older population living on fixed incomes.

This trend continued until the 1980s, when younger families once again became aware of the charm and advantages of this former streetcar suburb. The late 1980s brought the historic preservation movement and an understanding of the history and architectural value of Mount Rainier's housing stock. In 1990 the history and architectural value of Mount Rainier's housing stock was recognized when most of the City was listed in the National Register of Historic Places.

**Arrival and Dismissal**

School Hours for Students are 7:45 a.m. to 1:55 p.m.

School Office Hours are 7:15 a.m. to 3:30 p.m.
**Arrival**

No student should report to school prior to 7:20 a.m. as there is no supervision for their safety until after that time. Students who eat breakfast may enter the building at 7:20 a.m. **It is very important for all students to come to school on time every day.** Students should be in their seats and ready to learn before or at 7:45 a.m. Parents are encouraged to let children enter the school building independently.

We are working to improve our attendance, because we must have a 94% attendance rate to meet the Maryland State Standard!

**Dismissal**

Afternoon announcements begin at 1:55 p.m., when dismissal begins.

1. **After Care students** (Students are dismissed to the music room)
2. **Car Riders/Walkers** (Students who walk home or are picked up by car)
3. **Bus** (Bus riders are dismissed to the cafeteria to line up according to bus number)

Children that are picked up by an after-care service will be dismissed once the provider has arrived. Students may not return to class for items or materials after dismissal.

No child may be picked up by Uber, Lyft, or Taxi.

If a child is to be dismissed to a different location, parents must send a note indicating the date and the change to take place. A child may not visit another child’s home after school or be transported by a person not in your family without prior written parent approval. This rule is for all children’s safety. If a student does not bring a note to school, we will insist that he/she follow the normal dismissal routine. Verbal permission will not be accepted. Once a student has boarded the bus, the student will not be removed from the bus. If you do not wish for your child to ride the bus on a particular day, a note must be received by 1:00 p.m. All notes will be verified by a phone call, for all students wishing to ride another bus. Again, this regulation is for all children’s safety.

Get ready to go home by 1:55 p.m.

- Remember the items and materials which must be taken home, and have them ready. **You may not return to the room after dismissal.**
- Walk quietly in a single line during dismissal. Stay to the right of the hallway.
- Go directly home—You may not remain on school property unless you are involved in a supervised activity. You may not go to a friend’s house.

**Early Dismissal**
Occasionally, you may have to check your child out of school to go to the doctor or dentist. If you must do this, the child must be signed out of the Main Office before 1:30 p.m. **There are to be no early departures between 1:30 p.m. and 1:55 p.m.** This is one of the most important times of the day, and classes cannot be interrupted. During the conclusion of the day, teachers are reviewing work covered, making certain that students understand the homework assignment, and that students get all materials in their book bags. **Parents are not to enter classrooms at this time, and under no circumstances are they to leave with a child during this time.**

**REMEMBER, ALL VISITORS AT ALL TIMES MUST SIGN-IN IN THE MAIN OFFICE. THIS IS FOR THE SAFETY AND PROTECTION OF ALL OUR CHILDREN.**

Parents are asked to send a note to the child’s teacher. The note will be given to the school office for verification. When arriving to pick up children for early dismissal, parents must report to the main office. Every adult that wishes to pick up a child from school **must show a valid, government issued picture ID.** There will be no exceptions. Office staff will notify the teacher that you have arrived and your child will meet you in the office. If a child is being picked up by an adult outside the family, that person must be designated on the child’s Student Information Sheet, or have a note from the parent or guardian on record, and they must show a valid, government issued picture ID. This precaution is in the interest of maintaining your child’s security. **Early dismissals are only permitted prior to 1:30 p.m.** After that time, you will have to wait for normal dismissal times/procedures. This helps ensure a safe and smooth dismissal for all.

**Unless the office has been notified in writing, no changes will be made to a student’s regular dismissal routine.** When possible, if you alter your child’s dismissal routine, please discuss the changes with your child in advance.

**Special Directions for Those Who Drive Their Children to School**

Parents should not drop off their children before 7:20 a.m. There is no supervision before 7:20 a.m. 32nd Street will be blocked off until our school buses have arrived and dropped off students. Afterwards, we will open 32nd Street to car riders. Parents should follow the following procedures when dropping off their child(ren):
1. Cones will be placed on the sidewalk indicating the area in which students can exit the car.
2. Students should not exit the vehicle on the street side. All students are asked to exit the vehicle on the school side.
3. Parents should follow the direction of the Patrols and staff members in pulling up to the drop off area.
4. Parents should not exit their vehicle. Patrols and staff members will open car doors for students.
5. Parents should wait to be directed to move forward and/or pull out onto 32nd Street after your child has exited the car.
6. There will be no idling and/or parking in the drop off area. If you need to enter the school with your child(ren), please park on the street or in the church parking lot on the corner of 32nd Street and Shepherd Street.

PM Dismissal: 32nd Street between Bunker Hill Road and Shepherd Street will be closed to all traffic in the afternoon between 1:45 p.m. and 2:15 p.m. This procedure is in place for the SAFETY of all children. It is impossible for buses to see and stop for children who exit or walk between parked cars. We appreciate your cooperation.

Please be aware that the Mt. Rainier Police Department assists in the enforcement of this procedure.

Weather Related Delays and/or Early Dismissal

In cases of poor weather conditions or other local emergencies, the dismissal routine may be modified. Local school personnel are not responsible for the final decision to close school. The superintendent or designee will make such decisions. These decisions concerning school/early morning closings are generally made prior to 5:00 a.m. The goal is to tune in to the stations in time for early morning broadcasts that begin between 5:00 a.m. and 6:00 a.m. This information may also be accessed on the Prince George’s County Public Schools web page at www.pgcps.org. Parents can sign up to receive emails about delayed openings and early closings at www.schoolsout.com. In addition, the school system’s cable television station, Channel 96, will broadcast a “crawl” message.

Decisions regarding early dismissal (when schools close half-day, or one or two hours early) are also communicated to area radio and television stations for broadcast. During emergency weather conditions, parents should monitor the weather reports on television or radio and listen for announcements concerning school operations.

Changes in School Hours
When schools are closed early or all day, all field trips and evening activities are cancelled and school buildings are not available for after-school activities by other public or private organizations.

**Delayed Openings**
- **Two-hour delay:** All buses run two hours later than normal. School begins two hours later, at 9:45 a.m. Student drop off time 9:20 a.m.

**Early Closing**
Early closing decisions are made by the superintendent of Prince George’s County Public Schools. It is most imperative that you make plans in advance for your child’s care in case schools are dismissed early. You could possibly be away from your home at the time an emergency occurs. Make decisions now, before the emergency, so that your child will know where to go when you are not home. Child Care providers should be made aware of any changes as well. If your emergency/early dismissal plan for your child changes, please be certain to notify the school of the change immediately.

**Early Release/Half Day**
At times during the school year, the students may have a half day of school. At Mount Rainier, this means that dismissal will begin at 11:55 a.m. Parents are expected to make appropriate arrangements for children as no provision exists for children to be cared for at school.

**Student Information Sheet**
Each student must have on file, in the main office, a Student Information Sheet which has up-to-date contact information for the student. The information on this sheet – current names, telephone numbers and addresses for parents/legal guardians, emergency contacts, authorized adults to pick up a child, before and/or after care provider – is required in the event the staff needs to contact a parent or other adult in the case of illness, accident, or behavioral issue. This information is for school use only and will not be given to unauthorized persons for any reason. **Please inform the main office of any changes throughout the year so your child’s information is current.**

If you move anytime during the school year, please let our Registrar in the main office know. We will need to obtain new residency information.

**Attendance**

**Daily Attendance**
All students are expected to attend school regularly in accordance with The Public Schools Laws and Bylaws of Maryland 1984. According to Bylaw 13A.08.01.02, “Absence from school, including absence for any portion of the day, of students who are presently enrolled in public schools shall be considered lawful only under the following conditions:

- death in the immediate family,
- illness of the child,
- health quarantine,
- court summons,
- hazardous weather conditions which would endanger the health or safety of the student when in transit to and from school,
- work or activity approved or sponsored by the school or the local school system, or the state education agency,
- observance of a religious holiday, or state emergency.

Excessive absences will result in a referral to the Pupil Personnel Worker for further investigation.

*Family vacations and babysitting younger children are not lawful reasons for absenteeism, and will not be counted as such.*

**Tardiness**

Children may enter the cafeteria for breakfast at 7:20 a.m. Students are expected to be seated in their classroom and ready to learn at 7:45 a.m. The beginning of the day is extremely important for students and teachers. When a child arrives late, the class and teacher are inconvenienced and the late student is unaware of announcements and instruction that has already been given. In addition, arriving on time is a habit that we work to establish with all children at a young age. We urge parents to make every effort to have your child at school on time each day. Students arriving late, after 7:45 a.m., must report with their parent/legal guardian to the office to obtain a late pass to take to their teacher. **Excessive tardies may result in a referral to the Pupil Personnel Worker for further action.**

Students late without a note have 48 hours to produce a note. Students who are late because of school buses will not be penalized and will be provided with a late pass. Students who are late because of transportation of any type other than school buses will not be excused. Trips, traffic and vacations are not considered excused late arrivals.

**Absence**

When the child returns to school after an absence, you must send a note to the teacher explaining the reason for the child’s absence. Teachers will review missed
work when a child returns to school after an excused lawful absence. Parents are encouraged to contact the teacher to obtain missed assignments.

Students who are absent one or two days must submit a note from the parent/legal guardian to their teacher within two days of their return to school stating the date and reason for the absence and a phone number where the parent can be contacted during the day. Students who are absent three or more days must bring in a note from their physician. Students who are absent for reasons not stated in under daily attendance or who fail to provide an acceptable note within 48 hours, will have their absence marked as unexcused, and they may not be allowed to make up the work they missed in class.

If a student is going to be absent from school for more than three days for medical reasons, the parent/legal guardian needs to inform the school so that arrangements can be made for make-up work.

**Health and Safety**

**Health Room**
The Health Room is located in the main hallway. A nurse is available during the school day to handle minor injuries and illnesses that occur. If an injury or illness requires parental and/or medical attention, the school nurse (or other school personnel) will notify the parent/legal guardian or designated emergency contact. **We must have a current, working emergency contact phone number.** If this number changes, please inform the office immediately. Minor cuts and scratches are washed with soap and water. This is the prescribed treatment used in all Prince George’s County Public Schools.

**Absence for Illness**
Attendance at school is very important – if a child is not present, he/she cannot learn. However, if your child has a fever, is vomiting, coughing, sneezing, ill with a bacterial or viral infection, or is extremely uncomfortable from other symptoms, please keep him/her at home until he/she is fever free for at least 24 hours.

Certain medical conditions require proof of treatment before your child can be readmitted to school. Please use the following guidelines before sending your child back to school:

1. **Pink eye or ringworm of the scalp** requires a doctor’s note indicating that treatment is in progress and the student may return to school.

2. **Ringworm of the body or extremities** requires proof of treatment (such as sales receipt and packaging from treatment product, or a doctor’s note); lesions must be covered while at school.

3. **Head lice** require proof of treatment as stated above.
Medications at School

The Board of Education has a policy regarding the administration of medication at school. Please read the following information carefully. If a student must take any medication (prescription or non-prescription) during the school day, or must keep medication at school for an emergency situation (e.g., severe reaction to insect bites, asthma, etc.) a completed Physician’s Authorization for Medication form must be submitted to the office and retained on file at the school. These forms are available in the Health Room.

All medications sent to school must be in a sealed container, which is properly labeled by a pharmacist with the student’s name, the name of the medication, the physician’s name, the date, and the directions for administration. An over-the-counter medication must be in the original container with the proper labeling attached. All medications that are controlled substances (e.g., Ritalin, Dexedrine, and Adderall) must be brought to the Health Room by the parent/legal guardian, or other designated adult.

NO MEDICATION MAY BE IN THE POSSESSION OF A STUDENT

It will be the responsibility of the parent/legal guardian to pick up any medication at the end of the school year. Medication will not be sent home with a student. Any medication left after the last day of school will be discarded.

It is very important for the safety of all of our students that we have your complete cooperation in following these guidelines. If you have any questions, please contact our nurse.

Vaccinations

All students must be in compliance with current immunization requirements (unless exempted). All preschoolers, kindergartners, and first graders through tenth graders must have proof of the varicella (chicken pox) vaccine or month and year of the illness and three doses of the Hepatitis B vaccine. All first time students enrolled in Pre-K, kindergarten, and first grade must have a lead certificate completed by a parent or physician where applicable.

Safety Patrols

Staff sponsors select the patrols on the basis of their respect for authority, reliability, academic performance, and ability to serve as role models for peers. Please encourage your children to obey and respect the patrols as they help to promote safety in our school community.

Bus Riders

If your child rides a school bus, please discuss with him/her the following PGCPS Student Bus Rider Responsibilities as determined by the school system:
• Be at designated stop ten minutes prior to pick-up time.
• Ride only the bus you are assigned to by PGCPS Department of Transportation.
• Get on and off the bus at your assigned stop.
• Remain seated while the bus is in motion.
• Keep noise down by talking in normal conversational tones only; maintain normal classroom standard of conduct.
• No eating or drinking on the bus; no animals or other non-school related objects should be taken onto the bus.
• Do not extend arms, hands, head, or any object from windows, or throw any object from the bus.
• A responsible adult or designee is expected to meet Pre-kindergarten or Kindergarten children at the bus stop. If the bus driver is uncertain if the child will have a responsible escort at the stop, they may choose to return the child to school.

Riding the school bus is a privilege that will be denied if a child’s behavior is unacceptable and endangers the safety of other students. Fighting of any nature or vandalism to the bus will likely result in a bus suspension. It will then be the responsibility of the parent/legal guardian to transport the child to school.

The PGCPS Department of Transportation will assign each child a route number. This route number will be posted in the right side window of the bus. Please ensure that your child learns the correct route number to avoid getting on the wrong bus. Also, ensure that you know both the morning and afternoon bus route numbers when calling the school office.

According to regulations issued by the PGCPS Board of Education, students who are not bus riders may not ride a bus. In addition, students may not ride a bus different from the one they are assigned. If your child is to go to the home of a bus rider after school, other plans must be made in advance for your child to reach the desired destination. Regulations prohibit parents from riding the buses to and from school.

Walkers

Students who walk to school must use the available sidewalks and keep away from all traffic. We encourage all parents to discuss the safety concerns of children walking in the street and on other people’s property. Discourage your child from walking through any wooded areas. All children should be instructed to cross only where a crossing guard or staff member is on duty.

Parents are urged to discuss the safety of the route which walkers use and encourage children to walk along the route recommended by school personnel. Patrols are provided only on the routes that are approved by the school system.

All parents/legal guardians are asked to wait outside of the building when meeting children at the end of the day.
**Bicycle Riders**

Parents are encouraged to review bicycle safety rules with children before allowing them to ride bikes to school. In addition, all children riding a bicycle should have a bicycle lock and a helmet. If you are permitting your child to ride his/her bike to school, please notify the office so we can monitor their arrival.

**Child Abuse and Neglect**

The responsibility for the safety of children includes a legal responsibility for school personnel to report suspicion of child abuse (physical and/or sexual) and/or neglect to the appropriate agencies.

**Student Life**

**Student Rights**

Prince George’s County Public Schools does not discriminate in admissions, access, treatment or employment in its programs and activities on the basis of race, sex, age, national origin, religion, or handicapping conditions. Mount Rainier Elementary respects the rights of students and will ensure that all students will be treated equally and fairly. These are included in the Student’s Rights and Responsibilities Handbook:

- An education in a safe learning environment,
- Freedom of speech, press, assembly, and religion,
- Due process of academic, attendance, and disciplinary measures

**Student Responsibilities**

Along with rights, come responsibilities. Each student is expected to:

- Help create and maintain a safe and orderly school conducive to learning.
- Know and obey all school rules and regulations.
- Come to school each day on time and ready to learn.
- Work to achieve potential in all activities.
- Obey all instructions from all school employees in a positive manner.
- Ask questions to ensure understanding.
- Dress according with school/PGCPS dress code.
- Accept responsibility for actions.

**Students Rights and Responsibilities Handbook**
The policy of the PGCPS Board of Education regarding student conduct and discipline is found in the Administrative Procedure 10101 Code of Student Conduct. This publication can be found on the PGCPS web site. This Code is used by all personnel in the Prince George’s County Public Schools as they work with children.

The staff at Mount Rainier Elementary works with children in a positive manner in order to maintain good order and discipline at all times. Students understand that rules are made so that they will be able to learn and function well in a safe environment. Staff members communicate with parents regarding problems that a child may be having with discipline. Parents are encouraged to provide as much support as possible in this area. It is extremely important for students to realize that school personnel and parents are working cooperatively. With your support for the guidelines, which we have established for our students, all children at Mount Rainier Elementary will have the opportunity to get an excellent education in a very safe, secure environment.

**General School Guidelines**

If all students understand and follow these guidelines, we can make Mount Rainier Elementary a safe and pleasant place to be. If everyone respects the rights of others to get a good education, we can all work and learn in a positive learning environment. Let’s show everyone that we are the BEST!

- Everyone should show respect for all people at school. This respect can be demonstrated by the way we act towards others, the way we speak, and regard others.
- Everyone should show respect for property to include: books, furniture, and lavatories. Vandalism of our school will not be tolerated. Such acts may result in suspension and/or monetary fines for repairs.
- Accept responsibility to come to school prepared with books, homework, lunch money, instruments, etc.
- Come to school on time and be ready to work. Accept responsibility, and do one’s work to the best of one’s ability when it is assigned.
- Cooperation should be shown as we work together in small or large groups; taking turns is important and needs to be developed; class jobs are important in this area.
- Our school should be a calm building—we work calmly in class and do not disturb others; we come into school calmly in the morning and leave calmly in the afternoon; we are quiet when entering the lunchroom, sit down and then we talk softly for the rest of the lunch period; we are quiet again when it is time to throw our trash away; we are quiet when we go to the multi-purpose room for an assembly and we sit quietly until it begins. Then we use our concert manners during the assembly.
- We use proper language and good manners—foul language is unacceptable.
• Only appropriate items for instruction should be brought to school. Toys should not be brought to school except when the teacher permits. No toy weapons of any kind are acceptable.
• Appropriate clothing should be worn (see dress code).
• Fighting is not permitted at Mount Rainier Elementary under any circumstances.
• Found items do not become the finder’s property, and should be turned in to an adult.

**Bullying/Conflict Resolution**

Based on national, state, and local interest, all students at Mount Rainier Elementary will be educated on bullying and conflict resolution. Through classroom guidance lessons and classroom discussions, they will learn the definition of bullying and various strategies needed to deal with conflict at school. If a student has a problem with conflict at school, they will be able to utilize peer mediation or small group counseling with the school counselor. At certain times, conflict becomes a disciplinary matter. When this happens, administration or guidance will investigate the situation and render disciplinary action on a case-by-case basis. This comprehensive program will ensure students learn the life skills needed to solve problems with peers while understanding that adults will be available to intervene when needed.

**Dress Code**

• No hats are to be worn inside. Headdresses may be worn indoors for religious or health reasons only.
• Shirts and blouses should be continuous from neckline to waist. The entire midsection should be covered. No spaghetti strap tops, tank tops or muscle shirts.
• No clothing with vulgar language, obscene pictures, weapons, drugs/alcohol, drug paraphernalia and/or tobacco products.
• No identifiable gang/crew clothing or paraphernalia.
• No see-through clothing.
• Skirts, dresses, shorts, and spandex skirts should be approximately six (6) inches below the buttocks, or no shorter than fingertip level.
• Pants should be secured at the waist; no sagging below the waist to expose undergarments.
• Tights, stretch pants, leggings, and spandex body suits must be worn with clothing long enough to extend six (6) inches below the buttocks or no shorter than fingertip level.

**Computer Technology**
Students using technology (computers and the Internet) on the school premises must adhere to the following guidelines:

- No illegal activity.
- No “chat rooms” or “chat lines” not part of a class activity.
- No Internet sites that promote activities or opinions inappropriate to a school setting (as determined by a staff member).
- No use of equipment for commercial purposes.
- Must not impede network operations.
- Must not interfere with others’ work or use another’s account.
- Must not misrepresent one’s own identity.
- Must not disclose one’s identity on the Internet.

**Banned Substances and Items**

No student may possess alcohol, tobacco products, illegal drugs, or weapons, or their look alikes, while on school premises, on a school bus, or under the care of school staff. Possession implies having a substance or item on one’s person, with one’s personal property, or under one’s control. According to the PGCPS Code of Conduct paragraph XIII.1. “For students enrolled in grades K through 5, the Principal may use discretion as to consequences for possession or use of a weapon.” Grade 6 students may be suspended or an expulsion requested. The Code also describes a weapon as any firearm, knife, razor, defensive weapon, martial arts device, tool, or instrument which school administrative staff could reasonably conclude as being capable of inflicting bodily harm, or one that gives the appearance of such an item.

**Fire Drill Expectations**

- Walk SILENTLY in a single line.
- Remain silent during the entire drill.
- Be prepared to answer when your teacher calls your name for attendance once outside.
- If you are away from your class when the alarm rings, go out with the class that is nearest the area where you are.
- If a fire drill occurs during recess, line up by class and follow the directive of the staff member on duty.

**Books and Materials**

PGCPS Board of Education Policy 616.1 states that pupils must return textbooks and/or other educational materials as were originally assigned to appropriate school personnel in a satisfactory condition, or reimburse the school for lost or damaged textbooks and/or other educational materials, or make other satisfactory
arrangements with the principal concerning the textbooks and/or other educational materials.

All textbooks that are used by students for homework on a regular basis should be covered throughout the school year. This includes mathematics, reading, spelling, science, and social studies. Any type of book cover or sturdy paper may be used. Please DO NOT use contact paper on textbooks! Because of the increase in textbook costs and the budget restrictions, we urge parents to help us as we attempt to teach our students responsibility in taking care of school property.

**Homework**

The PGCPS Board of Education recognizes homework as an integral and necessary part of the educational program for each student. Homework is a learning activity related to instruction presented within the school. The purpose of homework is to reinforce, supplement, and enrich work done in the classroom, provide for individual interests, promote competency in skills and content learning, help students to manage time effectively, apply acquired knowledge, and enable students to use a variety of sources of information.

At the beginning of the school year the teacher will send home a copy of the homework policy for his/her class. Students are expected to write down their daily homework assignments in their agenda books, which the school provides. When the homework is completed each day, parents should sign the agenda book/assignment sheet to verify that all work has been done. Parents are urged to provide support for their children as they do their homework.

Suggestions to help promote good homework habits are to:

- Provide a quiet place to study (without the TV).
- Set a specific study time. Follow through with the homework assignment.
- Maintain a supply of pencils, paper, and other supplies at home.
- Check the work assigned. Encourage your child to do his or her best. However, please be sure that the work your child hands in is his or her own work – not that of an assistant.
- If your child indicates that he or she has no homework for several days, please contact his/her teacher.

**Grading Policy**

Grades are determined by the student’s participation in each of the following areas:

- Homework
- Classwork
- Class participation
- Tests and quizzes
Parents and students will be provided a copy of the PGCPS Grading Policy or it can be located on the County website.

**Field Trips**
Field trips are scheduled throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum. Parents will receive notices of field trips and must sign the Field Trip Permission Form in order for their child to participate.

**Lunch**
The cost of lunch for students for the 2018 – 2019 school year is: PreK–5 $2.75 and Grade 6 $3.00. Reduced lunch is $0.40. Lunch applications will be going home the first day of school. Students who bring a lunch from home may purchase milk or juice for $0.55 during the lunch period. Students who attended Mt. Rainier last year will have the same PIN number. New students will be issued a PIN number and may deposit money into their account via the MySchoolBucks website. This will begin on the first day of school. You can update your child’s account online at [www.MySchoolBucks.com](http://www.MySchoolBucks.com). The office cannot loan lunch money and the cafeteria no longer accepts personal checks as a form of payment. Consequently, students who do not bring lunch or have no money in their account will be given an alternate lunch by the cafeteria.

**PLEASE TURN IN THE APPLICATION FOR FREE AND REDUCED LUNCH IF YOU BELIEVE YOU ARE EVEN CLOSE TO QUALIFYING. ENROLLMENT IN THIS PROGRAM GUARANTEES OUR SCHOOL IMPORTANT FEDERAL FUNDING.**

**Lunchroom Behavior**

- Everyone is quiet entering the cafeteria and remains quiet until all of their classmates are seated.
- When talking, use soft, inside voices.
- Sit at your table until dismissed to get milk or lunch.
- Sit flat on your seat with feet on the floor to avoid accidents and maintain a calm setting.
- **Never share food.**
- When the lunch monitors speak, please listen instantly.
- Helpers are selected by teachers to clean tables and pick up trash.
- The last 5 minutes should be silent so that students can listen to directions given from the monitors.
- Helpers wring out rags before wiping tables.
- Each class should clean up the area around their table before leaving the cafeteria.
- Student lines must leave the cafeteria in silence and remain silent.

**Recess**

The Recess period is a regular part of the school program for grades Pre-kindergarten through fifth. It consists of a daily, supervised, period of free play on the playground. All children are expected to participate in recess unless they have a medical problem which prevents them from doing so. If a medical condition exists, it should be substantiated by a doctor’s certificate, which should be sent to the teacher and nurse. If a teacher does not receive such a note, the student will participate in the recess program. During inclement weather, recess is held in the classrooms.

**Playground Expectations**

The playground should be a fun, safe place for everyone.

- Always play within the sight of the recess monitor.
- Do not come into the building without permission from the recess monitor on duty.
- Follow safety rules on equipment.
- Do not throw or pick up anything other than a ball (e.g., sand, rocks, and sticks).
- Play away from physical education classes.
- All wooded areas are off limits.
- Games that involve bodily contact may not be played (no tackle activities).
- Freeze as soon as the first whistle blows.
- Get in line immediately when the second whistle blows.
- Wait for your teacher to dismiss you.
- Enter the building silently at the end of recess.

**Media Center**

The mission of the media center is to ensure that all students and staff acquire the informational literacy skills necessary to become lifelong learners. Students are encouraged to visit this interesting learning area on a regular basis in addition to their scheduled class times (by teacher permission, only). Parents are asked to remind their children about book care and the responsibility to return all books on time. Prince George’s County School Policy states that students must return all books and materials or pay for them before the end of the school year.
At Mt. Rainier Elementary School, we will be utilizing an initiative called Positive Behavior Intervention Supports (PBIS). PBIS is a process for creating a safer and more effective school. It is a systems approach to enhancing the capacity of schools to educate all students by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school’s ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings.

PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn. We have adopted a unified set of school-wide expectations. Similar to the district’s “Code of Conduct,” these expectations define appropriate behaviors in our school. You will see these expectations posted throughout the school in the hallways, cafeteria, restrooms, and other locations. Your child will be reviewing these expectations during his/her first weeks in school. Each behavioral expectation will be defined and examples will be described. Each classroom has received a matrix detailing these behaviors.

**Our Mt. Rainier Promise / Expectations are as follows:**
* Show Respect *Act Responsibly *Be Peaceful

As part of our PBIS process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. To keep students focused on these expectations in a positive manner, the students will accumulate reinforcements that can be turned into a series of rewards. This reward system is continually being evaluated and student input will be encouraged. We believe that this approach will be valuable to every student at MRES. Please encourage your child to ask questions and be positive role models.

*See Matrix Attached*
Behavior Color Chart
The behavior color chart is a system for addressing behaviors within the classroom. This is a level system in which a student earns privileges (eagle eyes) at different levels depending on his or her behavior. In this system, the levels of behavior correspond to different levels – purple, blue, green, yellow, and red.

Everyday, students begin on the green level. As the day progresses, if students display positive behavior they can move up to blue then purple (the highest level). If student’s need constant refocusing or engaging in minor/major problem behaviors, they can move down the ladder to yellow then red (the lowest level). Parents will be informed of the students daily behavior via teacher contact (agenda book, phone call, note, etc.). The student moves to different levels in the system depending on his or her behavior throughout the day. The goal of the system is to motivate the student to control his or her own behavior in order to earn rewards and privileges. The focus is not on punishment, but rather reinforcing the student for behaving appropriately.

Student Recognition

Eagle Eyes
The school currency is an Eagle Eye. An Eagle Eye is to be given to students for displaying desired behaviors, exceeding expectations, and/or being a positive role model. All staff members are responsible for distributing Eagle Eyes. Every classroom teacher will give students opportunities to earn Eagle Eyes within his/her class.

Eagle of the Month
Each month, homeroom teachers will select a student who has represented the Mt. Rainier Promise to the highest level. Those students will receive school-wide recognition as well as an incentive to celebrate their hard work.

Peace Day
The school will announce when the building successfully has a day of Peace (no behavior referrals). Once the students reach a milestone of 25, 50, 75 and 100, there will be a school wide celebration.

Monthly Incentives
All students in PreK–6th grade will have the opportunity to shop at the School Store. The monthly incentive schedule will be shared with students during the first few weeks of the school year.

**Birthdays**

Birthdays are a special day. Students are invited to bring in a small, healthy treat that can be shared at lunch with his/her classmates. Birthday celebrations and parties should be planned and held outside of the school setting. Please send individually packed items for your child to hand out to classmates in the cafeteria. We are a Prince George’s County “Healthy School” and encourage healthy snack choices (fruit, vegetables, pretzels, etc.). **Only commercially prepared and packaged treats are allowed.** Please do not send in cakes or ice cream that need to be ‘served’ (cut, plates, ice cream, etc.). **DO NOT, AT ANY TIME,** bring any food products with peanuts, peanut products, or food products made on machinery that produces peanut products (check food labels before purchasing snacks). We will NOT distribute food products if the teacher has concerns due to food allergies.

**Reporting Student Progress**

**Progress Reports**

A progress report will be sent home with ALL students at the midpoint of each grading period. All progress reports should be signed by a parent and returned to the teacher to verify that the parent has received them.

**Report Cards**

Our county reporting system for grades K–8 provides for four contacts (report cards) to report pupil progress during the school year. As for prekindergarten, those students will only receive two reports cards (January and June). In addition, at least one parent–teacher conference will be scheduled during the year (November). Parents or teachers may request a conference at any time to discuss a child’s progress in school. Please do not hesitate to notify your child’s teacher with any praise or concerns that you may have.

Students in prekindergarten through first grade will receive grades PR (Proficient), IP (In Process), ND (Needs Development) or TL (To Be Taught Later). Students in grades 2–6 will receive letter grades of A, B, C, D, or E based upon individual performance according to the teacher’s calculation of the students’ performance each quarter. Guidelines established by PGCPS for the determination of these grades will be distributed to you at the beginning of the school year.

**School Support Services**
A variety of school support services are available to you and your child. They include: Professional School Counselor, Special Education Resource Teachers, Media Specialist, Reading Specialist, Speech/Language Pathologist, School Psychologist, Pupil Personnel Worker, Occupational/Physical Therapist.

Feel free to contact your child’s classroom teacher or the school’s administrative staff if you have concerns on behalf of your child.

**Important Telephone Numbers**
Office: 301-985-1810  
Fax: 301-760-3669

**Communication**
The staff at Mount Rainier Elementary strives to maintain clear paths of communication among the school, the students, and our students’ families.

**Newsletter**
- To keep families abreast of school events, our Principal’s newsletter will be distributed monthly and also may be viewed on the school’s web site. The newsletter will list important dates and all activities related to our school community. In addition, students will be highlighted and policies will be reviewed from time to time. Please post the newsletter in a convenient place and/or mark important dates on your calendar.

**Telephone Calls to School**
- If you have information, questions, or concerns, feel free to call the school. Teachers are available to take telephone calls after 2:00 p.m. and, time permitting, during their planning period. You may call and leave a message or e-mail your child’s teacher. Our school has limited incoming lines so you may find that you receive a busy signal when you call. Sending in a note with your child to be given to the teacher or staff member is another way to communicate. Consider providing your email address or telephone number and a few good times to receive a call.

**Telephone Calls from School**
- Due to the limited number of telephone lines, students will be allowed to use the telephone only for emergencies. Students may use the telephone only after permission has been obtained from the front office staff. Students are not allowed to receive calls during the school day.

**SchoolMax Parent Portal**
- At any time during the school year, parents may access their child’s school information by accessing the SchoolMax Parent Portal which is located on the

Visitors

Visitors (including parents) to Mt. Rainier Elementary School must report to the main office immediately upon entering the building.

Visitors must show a valid, government issued ID, sign in, and obtain a pass before proceeding throughout the building. This pass must remain visible at all times. Visitors should not go to the classrooms without an appointment set by the teacher or administration. Please be mindful that instruction is our business and is sacred to our school. Upon leaving the school, all visitors must report to the office and sign out.

If a court has ordered restrictions against any persons regarding visitations with your child, please provide the office with copies of the court orders.

If you bring something for your child during the day, you may be asked to leave it at the main office.

Classroom Visitation

Classroom visitation provides parents with an opportunity to observe the great things happening within the classrooms and to view your child in his or her daily setting.

It is vital that you make an appointment with the teacher or administrator in order to eliminate interruptions to instruction and/or classroom schedules, and to ensure safety.

Volunteers

Students feel a sense of pride when they see their parents and other familiar adults helping in their school. Parent volunteers are eagerly sought at Mount Rainier Elementary. We can use support in any capacity you feel comfortable with providing. Working with students to support learning, practice, and mastery can be very rewarding for both the child and the volunteer. Working at home to type, cut, organize, and design, saves teachers a lot of time that would otherwise keep them from directly working with students. Shopping for events, copying, organizing
outside activities, and even participating in fundraising is a big support to the children and our school.

Mount Rainier Elementary is working to establish an active volunteer program. If you would like to volunteer, please contact our Parent Engagement Assistant, Ms. Barrientos at 301-985-1810.

All volunteers – such as mentors, interns, tutors, chaperones, and volunteers working in concession stands and at gate receipts at athletic events – must undergo a fingerprint background check, child protective service clearance, and training on PGCPS Mandatory Reporting of Child Abuse and Neglect, PGCPS Student Safety Procedural Changes, and Bloodborne Pathogen Exposure Prevention, at least 14 days in advance of the day field trip, overnight trip or activity on or off school property. A fingerprint background check must be initiated through the PGCPS Fingerprinting Office before performing duties and the child protective services clearance must be initiated through Human Resources. Any parent/guardian who needs assistance covering the cost of a fingerprint background check, and whose child(ren) qualify for free and reduced priced meals, may request waiver of the background check fee by providing a copy of their eligibility letter from the PGCPS Department of Food and Nutrition Services. For additional information, please contact the Fingerprinting Office at 301-952-6775.

Exceptions: Volunteers do not have to complete a fingerprint background check if they are escorted and under the supervision of a PGCPS employee at all times while on campus for a one-time event, such as parents/guardians volunteering for career day, book fairs, school dances, etc. However, these volunteers must still provide a copy of their government issued identification to be scanned into the Raptor Visitor Management System, as required by Administrative Procedure 0500, when visiting school property.

Volunteers receiving a fingerprint background check will receive a two-part receipt documenting completion. Please bring the yellow receipt to the school as it is required to be kept on file.

All visitors to the school are required to come directly to the main office, and be prepared to show, a valid, government issued photo ID. We appreciate your support in keeping our children safe. If you have any questions, please do not hesitate to call.

Parent Teacher Organization (PTO)

We have an active PTO. Financial assistance from the PTO may provide supplements to our instructional, music, physical education, art, media center, computer, and safety programs. In addition, the PTO strongly supports our Arts Integration Program by providing funds for artist residencies, cultural arts assemblies and programs throughout the year. All parents are encouraged to show their support for the outstanding work done by joining the PTO and attending regular meetings.
Information regarding PTO functions will be included in our monthly newsletters and on our Mount Rainier Elementary website.

Every parent or guardian of a child in our school is automatically a member of our Parent Teacher Organization. We urge your active participation.

Working with our PTO to provide experiences for our children and raise funds for much needed materials not only supports our children’s learning, but also brings our school community together. We encourage ALL of our families to be a part of all that we do – we can’t do it without you!